

MAIL TO:

STATE OF UTAH
 DIVISION OF PURCHASING
 3150 STATE OFFICE BUILDING, CAPITOL HILL
 P.O. BOX 141061
 SALT LAKE CITY, UTAH 84114-1061
 TELEPHONE (801) 538-3026
 FAX (801) 538-3882
<http://purchasing.utah.gov>

Request for QuotationSolicitation Number: **RM4004**Due Date: **07/28/03**

Date Sent: July 10, 2003

Agency Contract

Goods and services to be
 purchased:

**FIVE YEAR CONTRACT FOR DAY TIME JANITORIAL SERVICES AT DEPARTMENT OF WORKFORCE
 SERVICES, OGDEN, UTAH**

Please complete

Company Name		Federal Tax Identification Number	
Ordering Address	City	State	Zip Code
Remittance Address (if different from ordering address)	City	State	Zip Code
Type <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Proprietorship <input type="checkbox"/> Government	Company Contact Person		
Telephone Number (include area code)	Fax Number (include area code)		
Company's Internet Web Address	Email Address		
Discount Terms (for bid purposes, bid discounts less than 30 days will not be considered)	Days Required for Delivery After Receipt of Order (see attached for any required minimums)		
<p>The following documents are included in this solicitation: Solicitation forms, instructions and general provisions, and specifications. <u>Please review all documents carefully before completing.</u></p> <p>The undersigned certifies that the goods or services offered are produced, mined, grown, manufactured, or performed in Utah. Yes_____ No_____. If no, enter where produced, etc._____</p>			
Offeror's Authorized Representative's Signature		Date	
Type or Print Name		Position or Title	

**STATE OF UTAH
DIVISION OF PURCHASING**

Request for Quotation

Solicitation Number: RM4004

Due Date: 07/28/03

Vendor Name:

Description

FIVE YEAR CONTRACT FOR DAY TIME JANITORIAL SERVICES AT DEPARTMENT OF WORKFORCE SERVICES, OGDEN, UTAH PER ATTACHED SPECIFICATIONS.

CONTRACT WILL BE AWARDED BASED ON LOW BID PROVIDED THAT PAST EXPERIENCE OF BIDDER AND BIDDER'S REFERENCES ARE ACCEPTABLE. PROVIDE A RESUME OF YOUR EXPERIENCE AS WELL AS CURRENT NAMES, ADDRESSES, FAX NUMBERS AND TELEPHONE NUMBERS OF FIVE (5) REFERENCES TO WHICH YOU HAVE PROVIDED SERVICES DURING THE PAST FIVE YEARS.

THESE REFERENCES WILL NEED TO BE FROM LIKE BUILDINGS, SUCH AS OFFICE BUILDINGS, BANKS, ETC. IF YOU HAVE DONE WORK FOR DFCM YOU WILL NEED TO USE THE FACILITY COORDINATORS AS PART OF YOUR REFERENCES. WE WILL ALSO SEND AN EVALUATION FORM TO THE BUILDING SUPERVISOR OF EACH OF THE DFCM BUILDINGS. YOU WILL NEED TO CONTACT THESE REFERENCES AND LET THEM KNOW YOU USED THEM AS A REFERENCE AND THAT THEY WILL BE RECEIVING AN EVALUATION FORM FROM DFCM.

ANY CONTRACT RESULTING FROM THIS QUOTE WILL INCLUDE THE STATE'S STANDARD TERMS AND CONDITIONS. THESE MAY BE ACCESSED AT www.purchasing.utah.gov/contractinfo/termsagency.pdf.

THERE WILL BE NO SCHEDULED WALK THROUGH FOR THIS BUILDING. IF YOU WOULD LIKE TO SEE THIS BUILDING YOU WILL NEED TO CONTACT THE OFFICE OF JEFF PATERSON, FACILITIES COORDINATOR, (801) 626-3761, OR JANET ESSLEY AT (801) 626-3192 TO ARRANGE A TIME WHEN SOMEONE CAN WALK YOU THROUGH THE BUILDING.

PLEASE ENTER YOUR PRICING ON THE ATTACHED COST PRICE SHEET.

QUESTIONS ON SPECIFICATIONS CALL KATHY BAKER AT (801) 538-3286.

QUESTIONS ON PURCHASING PROCESS (NOT RELATED TO SPECIFICATIONS) CALL ROSELLE MILLER AT (801) 538-3232.

RX: 100 44M80000005

COMMODITY CODE: 91039

1. QUOTATION PREPARATION: (a) All prices and notations must be in ink or typewritten. (b) Price each item separately. Unit price shall be shown and a total price shall be entered for each item bid. Errors may be crossed out and corrections printed in ink or typewritten adjacent and must be initialed in ink by person signing quotation. (c) Unit price will govern, if there is an error in the extension. (d) Delivery time is critical and must be adhered to as specified. (e) Wherever in this document an item is defined by using a trade name of a manufacturer and/or model number, it is intended that the words, "or equivalent" apply. "Or equivalent" means any other brand that is equal in use, quality, economy and performance to the brand listed as determined by the Division of Purchasing & General Services (DIVISION). If the vendor lists a trade name and/or catalog number in the bid, the DIVISION will assume the item meets the specifications unless the quote clearly states it is an alternate, and describes specifically how it differs from the item specified. All quotes must include complete manufacturer's descriptive literature if quoting an equivalent product. All products are to be of new, unused condition, unless otherwise requested in this solicitation. (f) By signing the quotation the vendor certifies that all of the information provided is accurate, that they are willing and able to furnish the item(s) specified, and that prices quoted are correct. (g) This quote may not be withdrawn for a period of 60 days from quote due date. (h) Incomplete quotes may be rejected.

2. SUBMITTING THE QUOTATION: (a) The quote must be signed in ink and returned to the DIVISION OF PURCHASING, 3150 State Office Building, Capitol Hill, Salt Lake City, UT 84114-1061 or faxed to (801) 538-3882 by the due date and time. **The "Solicitation Number" and "Due Date" must appear on the outside of the envelope or on the fax cover page.** (b) The state will consider faxed quotes. Faxed quotes are submitted at the sole option and risk of the vendor and must be responsive to all conditions and specifications included in the Request for Quotation (RFQ). Access to state facsimile machine is on a "first come first served" basis and the state does not guarantee the vendor's access to the machine at any particular time. (c) All prices quoted must be both F.O.B. Origin and F.O.B. Destination. Additional charges including but not limited to delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, costs of bonds, or for any other purpose must be included in the quotation for consideration and approval by the DIVISION. Upon award of the contract, the shipping terms will be F.O.B. Destination, Freight Prepaid with freight charges to be added to the invoice unless otherwise specified by the DIVISION.

3. SOLICITATION AMENDMENTS: All changes to this solicitation will be made through written addendum only. Bidders are cautioned not to consider verbal modifications.

4. PROPRIETARY INFORMATION: Suppliers are required to mark any specific information contained in their quote which is not to be disclosed to the public or used for purposes other than the evaluation of the quote. Each request for non-disclosure must be accompanied by a specific justification explaining why the information is to be protected. Pricing and service elements of any quote will not be considered proprietary. All material becomes the property of the state and may be returned only at the state's option. Quotes submitted may be reviewed and evaluated by any persons at the discretion of the state.

5. SAMPLES: Samples of item(s) specified in the RFQ, when required by DIVISION, must be furnished free of charge to DIVISION. Any items not destroyed by tests may, upon request made at the time the sample is furnished, be returned at the vendor's expense.

6. WARRANTY: The contractor agrees to warrant and assume responsibility for all products (including hardware, firmware, and/or software products) that it licenses, contracts, or sells to the State of Utah under this contract for a period of one year, unless otherwise specified and mutually agreed upon elsewhere in this contract. The contractor (seller) acknowledges that all warranties granted to the buyer by the Uniform Commercial Code of the State of Utah applies to this contract. Product liability disclaimers and/or warranty disclaimers from the seller are not applicable to this contract unless otherwise specified and mutually agreed upon elsewhere in this contract. In general, the contractor warrants that: (1) the product will

do what the salesperson said it would do, (2) the product will live up to all specific claims that the manufacturer makes in their advertisements, (3) the product will be suitable for the ordinary purposes for which such product is used, (4) the product will be suitable for any special purposes that the State has relied on the contractor's skill or judgement to consider when it advised the State about the product, (5) the product has been properly designed and manufactured, and (6) the product is free of significant defects or unusual problems about which the State has not been warned. Remedies available to the State include the following: The contractor will repair or replace (at no charge to the State) the product whose nonconformance is discovered and made known to the contractor in writing. If the repaired and/or replaced product proves to be inadequate, or fails of its essential purpose, the contractor will refund the full amount of any payments that have been made. Nothing in this warranty will be construed to limit any rights or remedies the State of Utah may otherwise have under this contract.

7. DIVISION APPROVAL: Purchase Orders placed, or contracts written, with the State of Utah, as a result of this RFQ, will not be legally binding without the appropriate signature of the DIVISION.

8. AWARD OF CONTRACT: (a) **This is an informal quotation which will not be read at a public opening;** however, the information may be publicly reviewed after award. To obtain a copy of this record (tabulation) you may either enclose a stamped self-addressed envelope, or review tabulation in our office. (b) The contract will be awarded with reasonable promptness, by written notice to the lowest responsible vendor that meets the specifications. Consideration will be given to the quality of the product(s) to be supplied, conformity to the specifications, the purpose for which required, delivery time required, discount terms and other criteria set forth in this request for quotation. (c) The DIVISION may accept any item or group of items, or overall low quote. (d) The DIVISION has the right to cancel this request for quotation at any time prior to the award of contract. (e) The DIVISION can reject any and all quotes or waive any informality, or technicality in any quote received, if the DIVISION believes it would serve the best interest of the State. (f) Before, or after, the award of a contract the DIVISION has the right to inspect the vendor's premises and all business records to determine the holder's ability to meet contract requirements. (g) Estimated quantities are for quoting purposes only, and not to be interpreted as a guarantee to purchase any amount. (h) Utah has a reciprocal preference law which will be applied against vendors quoting products or services produced in states which discriminate against Utah products. For details see Section 63-56 20.5 -20.6, Utah Code Annotated. (i) Multiple contracts may be awarded if the State determines it would be in its best interest.

9. ANTI-DISCRIMINATION ACT: The vendor agrees to abide by the provisions of the Utah Anti-discrimination Act, Title 34 Chapter 35, U.C.A. 1953, as amended, and Title VI and Title VII of the Civil Rights Act of 1964 (42 USC 2000e), which prohibit discrimination against any employee or applicant for employment, or any applicant or recipient of services, on the basis of race, religion, color, or national origin; and further agrees to abide by Executive Order No. 11246, as amended, which prohibits discrimination on the basis of sex; 45 CFR 90 which prohibits discrimination on the basis of age, and Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of disabilities. Also vendor agrees to abide by Utah's Executive Order, dated March 17, 1993, which prohibits sexual harassment in the workplace. Vendor must include this provision in every subcontract or purchase order relating to purchases by the State of Utah to insure that the subcontractors and vendors are bound by this provision.

10. DEBARMENT: The CONTRACTOR certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction (contract) by any governmental department or agency. If the CONTRACTOR cannot certify this statement, attach a written explanation for review by the STATE.

11. GOVERNING LAWS AND REGULATIONS: All state purchases are subject to the Utah Procurement Code, Title 63 Chapter 56 U.C.A. 1953, as

amended, and the Procurement Regulations as adopted by the Utah State Procurement Policy Board. These are available on the Internet at www.purchasing.utah.gov (Revision 14 Mar 2003 - RFQ Instructions)

**SPECIFICATIONS
JANITORIAL SERVICE CONTRACT
DEPARTMENT OF WORKFORCE SERVICES
480 27TH STREET, OGDEN, UTAH
RX 100 44M80000005
RM4004**

This specification details the requirements to be followed in providing janitorial services as itemized below. The building for which service will be provided is:

Department of Workforce Services
480 27th Street, Ogden Utah
~23,800 sq. ft.

These specifications are minimum requirements and must be met in every respect unless otherwise specifically stipulated to in writing by the State of Utah, Department of Administrative Services, Division of Facilities Construction and Management, hereinafter referred to as Division.

SPECIFIC STIPULATIONS

I. Special Areas

Included in the listed square footage figures, but to be cleaned under DFCM supervision. These specific areas are:

**ALL LOCKED VAULTS
Mechanical and Equipment Areas
Designated Supply and Storage Rooms
Telephone Equipment Rooms**

II. Security

1. Each work person shall be uniformed in a common uniform representing and identifying the Contractor. Work persons and supervisors shall at all times wear this identifying uniform on the premises.
2. The Division shall require that all work persons receive security clearance through building security. It is the responsibility of the Contractor to provide employees who will pass such a security clearance. Must be 18 years or older.
3. There will be **no visitors (friends, children, etc.)** of work persons allowed on the premises during working hours

III. Safety

1. The Contractor shall make every effort to protect and keep safe anyone in the facility while janitorial services are being performed.
2. The Contractor shall provide and use safety barriers, signs, etc., when doing floor or overhead work to properly block off unsafe areas and warn and protect from hazard all passersby.

3. The Contractor shall provide all safety apparatus necessary to protect employees so they may operate equipment safely. The Contractor is further obligated to ascertain that all equipment is operated safely and according to current OSHA standards.
4. The Contractor shall be responsible for the safe operation of all equipment and shall properly train all employees in the safe operation of all equipment before allowing them to use said equipment.
5. The Contractor shall be responsible for insuring that they and their employees are in compliance with the requirements of the Federal Regulations 29 CFR 1910.1030 Bloodborne Pathogens Standard.
6. Building keys shall be picked up at the beginning of each shift and upon completion of each days work returned to Protective Services by Contractor's supervisors. All key replacements, for broken, lost or stolen keys, shall be charged to the Contractor. Cost to rekey building(s), including new biting codes, due to lost, misplaced or stolen keys by the Contractor, will be the responsibility of said Contractor. Contractor will be responsible for property which is stolen during the time period it takes to rekey the building(s).

IV. Supplies

1. All chemicals used will be properly labeled by the Contractor and shall be approved in writing by the Division. A list of all chemicals to be used shall be submitted in writing for approval by the Division at least fifteen (15) days before beginning the work. All chemicals used must have Materials Safety Data Sheets (MSDS) attached. **These sheets are to be in a log in each area chemicals are stored.**
2. All washroom and toilet supplies such as paper and cloth towels, hand soap, toilet paper, shall be supplied by the Division and installed by the Contractor.
3. Trash can liners shall be supplied and installed by the Contractor.
4. The Contractor shall maintain an accurate perpetual inventory of all materials turned over to him and shall keep records of the rate of usage of these supplies.

V. Employee Performance

Certain conduct cannot be tolerated on the premises. The Contractor shall enforce these conduct requirements strictly such as, but not limited to:

1. Theft, abuse or misuse of supplies or equipment at any location in the facility;
2. Verbal or physical abuse of any person, either employee, visitor or otherwise;
3. Use of, or displaying the effect of, alcohol or drugs during work hours;

4. Failure to follow specific security instructions;
5. Deliberate or habitual failure to follow safety instructions;
6. Consistent failure to wear the proper and designated work uniform in a clean, well-maintained condition;
7. All "No Smoking" ordinances, rules and policies shall be strictly observed in the facility included as a part of this janitorial contract.

VI. Equipment

1. All high grade equipment used shall be supplied by the Contractor. Only commercial vacuums, cleaners and buffers which thoroughly clean, polish and buff shall be used.
2. Equipment shall be kept in good repair. Equipment which is in such a state of repair as to potentially damage either the structure or anything therein shall not be used or allowed on the premises, i.e: defective or missing bumper cords, housing covers, etc.

VII. Extra

1. Other services may be requested as necessary. The cost of all extra services shall be negotiated between parties, unless stipulated in the proposal. The cost of labor shall be based per hour or cost as established by this contract, unless otherwise agreed to. *Federal Minimum Wage Regulations apply.*

VIII. Special Work Required

1. The Contractor shall coordinate with the Division's representative so as to perform all work under this contract without disrupting any special function scheduled in offices or committee rooms.

IX. Work Required

CLEANING SCHEDULE: Schedules or calendars of all periodic work shall be turned in to the Facilities Manager weekly (or updated weekly)

1. A summary or procedure for carpet care, products; cleaning process used for marble floors; woodwork, etc.; wooden tops of partitions; products contractor will use as strippers and waxes; will be required at time of bid.
2.

GENERAL OFFICE MAINTENANCE	FREQUENCY
A. Empty all trash receptacles and replace liners	Daily
B. Remove all collected trash to designated area.	Daily
C. Wash all trash containers.	2 times per year or as needed
D. Dust all furniture, fixtures, equipment, and accessories.	1 weekly

E.	Dust all horizontal surfaces, clearing cobwebs, etc.;	1 weekly
F.	Dust high and low areas (pictures, clocks, etc.)	1 monthly
G.	Damp-wipe and polish desktops which are clear.	Only if cleared
H.	Spot-clean all wall, light switches and doors.	Daily
I.	Disinfect all telephones including ear and mouth piece.	Daily
J.	Dust and or vacuum Venetian blinds.	1 monthly
K.	Polish all conference room tables.	Daily
L.	Clean all HVAC ceiling grills.	4 times yearly
M.	Clean and polish drinking fountains.	2 times daily
N.	Clean doors and door frames.	Daily
O.	Clean all expo boards in offices with Expo cleaner, if erased.	Daily
P.	Re-set chairs to standard positions in meeting rooms.	Daily
Q.	Clean conference room table bases.	4 times yearly
R.	Polish bright work (kick plates and door hardware) areas often touched.	As needed
S.	Dust and clean mopboards.	1 monthly
T.	Dust and clean tops of partitions.	1 weekly
U.	Vacuum draperies.	1 time per year
3.	LUNCHROOM MAINTENANCE	
A.	Dust and spot-wipe chairs.	Daily
B.	Rearrange furniture neatly.	Daily
C.	Damp-wipe tables.	2 times daily
D.	Dust all horizontal surfaces.	1 weekly
E.	Clean microwave ovens, inside and out.	Daily
F.	Clean fronts of vending machines.	Daily
G.	Clean coffee makers.	Per request
H.	Clean sinks, countertops.	Daily
I.	Spot-clean cabinets.	1 weekly
J.	Clean outside of refrigerators, ice makers.	Daily
K.	Wash waste containers. Change liners.	2 times yearly If dirty or torn
L.	Clean stoves, ovens. (If present)	As needed
4.	RESTROOM MAINTENANCE	
A.	Clean, disinfect toilets & urinals.	Daily
B.	Clean and polish sinks and chrome.	Daily
C.	Dust all horizontal restroom surfaces.	1 weekly
D.	Clean and disinfect shower stalls & shower. (If present)	Daily
E.	Wash walls around dispensers, toilets.	Daily
F.	Sweep floors.	Daily
G.	Mop floors with disinfectant. Fill floor drain.	Daily 2 weekly
H.	Fill respective toilet tissue, paper towel, hand soap and air freshener dispensers.	2 weekly (or more frequent as needed)
I.	Polish mirrors, stainless steel dispensers.	Daily
J.	Strip and wax restroom ceramic floors.	3 times yearly

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| K. | Furnish and stock feminine hygiene products in dispensers located in women's restrooms. | As needed |
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| 5. | MAINTENANCE OF LOBBIES | |
| A. | Dust chairs, tables, counters. | Daily |
| | Baseboards, ledges, all horizontal surfaces. | 1 monthly |
| | Office equipment and furniture. | 1 weekly |
| B. | Spot-clean doors, walls, door frames. | Daily |
| C. | Vacuum upholstered furniture. | 2 monthly |
| D. | Clean entrance doors, both sides of glass. | 2 times daily |
| E. | Shake and clean all entry walk-off mats. | 2 times daily |
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| 6. | MAINTENANCE OF STAIRWELLS | |
| A. | Dust handrails. | 1 weekly |
| B. | Wipe handrails. | 1 weekly |
| C. | Clean stairwells. | 2 weekly |
| D. | Clean stairways between floors. | Daily |
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| 7. | UPHOLSTERY MAINTENANCE | |
| A. | Vacuum all paneled workstations. | 1 yearly |
| B. | Extract all paneled workstations. | When dirty |
| C. | Vacuum office chairs, love seats, sofas. | 2 monthly |
| D. | Extract chairs, love seats, sofas. | When dirty |
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| 8. | CARPET MAINTENANCE | |
| A. | Vacuum carpet in office areas. | Daily |
| B. | Vacuum corridors, traffic lanes. | Daily |
| C. | Vacuum conference rooms. | Daily |
| D. | Detail vacuum corners edges of carpet and under desks. | 2 monthly |
| E. | Spot-clean carpet. | Daily |
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| 9. | FLOOR MAINTENANCE | |
| A. | Sweep and damp-mop VCT floors. | Daily |
| B. | High-speed buff (burnish) all VCT floors. | 2 times weekly |
| C. | Strip and coat all VCT. | 3 times yearly |
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|-----|------------------------------------------------------------|----------------|
| 10. | WINDOWS MAINTENANCE | |
| A. | Clean all entrance doors. | 2 times daily |
| B. | Clean partition glass. | 2 times yearly |
| C. | Clean interior perimeter glass. | 2 times yearly |
| | interior glass to be cleaned during May and October | |
| E. | Dust and clean window sills. | 1 weekly |
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| 11. | OTHER MAINTENANCE | |
| A. | Keep janitor closets clean, neat. Keep stocked with proper equipment, supplies. | 1 weekly |
| B. | Sweep and pick up rubbish at all outside entrances to the sidewalk in front and the parking terrace in the rear. | 2 times daily |

- C. Empty and clean all out side trash containers, ashtrays and sand urns. 2 times daily
 - D. Keep area around trash dumpster clean. Daily
 - E. Turn off all lights. At end of pm shift
 - F. Lock all interior and exterior doors at the completion of work. At end of pm shift
 - G. Clean all light fixtures. 1 yearly
12. WOODWORK CARE (do not use silicone products or lemon oil on wood)
- A. Wash all wooden walls with the proper product. 2 times yearly
 - B. Polish all wood surfaces. 1 weekly
 - C. Spot clean all wood Daily
13. SPECIAL INSTRUCTIONS
- A. Tank vacuums will be used on chairs, cloth walls and detail vacuuming. Vacuums with brushes should be avoided on cloth type upholstery/walls.
 - B. All chemicals will be OSHA approved and water based.
 - C. No solvents, abrasive sponges or tools of such type will be used.
 - D. Both parties to the contract will agree on cleaning method for Marble floors and counters, prior to cleaning.
 - E. Contractor will supply a list of major products used and will be submitted prior to commencement of cleaning.
14. HOURLY SET UP OF FACILITY
- A. The Contractor shall provide sufficient workmen and **Supervisor**, on a five (5) day week basis, Monday through Friday, to adequately perform the work. Work shall be accomplished between the hours of 8:00 a.m. and 5:00 p.m. Authorized state holidays shall be excluded. The Contractor shall provide time cards to verify hours worked. CONTRACTOR SHALL PROVIDE A TIME CLOCK AT EACH LOCATION FOR THE PURPOSE OF RECORDING AND VERIFYING HOURS WORKED. All original time cards and sign-in sheets shall be submitted to Division by Contractor with payment invoices. The minimum hourly rate for this contract shall be in accordance with the Federal Minimum Wage Regulations.
 - B. The Contractor shall provide the following minimum man-hours per day:
7 Hours Work Each Day

There shall be one (1) supervisor for every ten (10) employees on a five (5) day a week basis, Monday through Friday, to adequately perform the work. If the Contractor fails to provide the labor man-hours agreed to, the number of hours shorted shall be deducted from contract payment.
 - C. Tenant requests shall be made through the Division representative, except for minor cleaning requests which may be made directly to the workman using a communication system jointly agreed upon by the Division and the Contractor.

XIII. Schedule of Performance

This schedule itemizes, by frequency category, the tasks expected in the regular cleaning of the facility, and Administration\isf service construction contracts\contracts in process\1322janbidreq.doc

shall be the minimum acceptable performance. Tasks have been defined to allow more efficient inspection of task performance. The Contractor shall provide a detailed schedule of the task or area to be serviced on a given date. Changes in the frequencies, or days of performance of any duty, shall be made by mutual agreement with the Division and shall be specified in writing.

XXX

Cost Price Sheet
RM4004

Contract Name/Company
Address and Phone

Ogden DWS
480 27th Street
Ogden, Utah

Submitted By: _____

1. CONTRACT

Cost for janitorial service in adherence to all contract documents and work schedules shall be:

1st Contract Year	\$ _____	4th Contract Year	\$ _____
2nd Contract Year	\$ _____	5th Contract Year	\$ _____
3rd Contract Year	\$ _____		
Total cost for 5 years \$ _____			

Payments shall be made in monthly installments. Contractor's billing shall be submitted to the Facility Coordinator within five (5) days following each periods completed work, **along with the timesheets for that period.**

A complete breakdown of all costs for labor (by classification, hourly wage), equipment, overhead, profit, other, etc. for each year IS REQUIRED with this proposal.

2. CONTRACT LABOR

For extra work, unscheduled emergency or additional services not included in the above quoted price, the rate per hour (including all loaded payroll costs) and markup will be as follows:

Building Supervisor	\$ _____	Lead Person	\$ _____
Porter or Matron	\$ _____	Janitor	\$ _____
Floor Person	\$ _____	Utility	\$ _____
Other	\$ _____	Other	\$ _____